

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140096-7  
REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/SUS-MT-19

1. TITLE OF REPORT (If a fill-in report include Form No.)

2. TYPE  
OF  
REPORT

STATISTICAL

☒ NARRATIVE☐ MACHINE-NAME LISTING

Projected Use of

3. FUNCTIONAL AREA

PERSONNEL

☒

TRAINING

☒ LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-annually

6. DISTRIBUTION (No. of components not  
number of copies) 1-DC/SUS-  
1-OTR/EA/MGT, MT file7. FORMAT (memorandum, form  
computer print-out, etc)  
Memo

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Memo from OTR/EA/MGT; OTR  
Reg 40-1, 1 Feb. 5910. PREPARING COMPONENT (include lowest level  
contributing information to report)

DC/SUS-MT (MGT and MEDC)

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

None

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
15	12.80	1/2	6.40	2	12.80
7	4.50	1/4	1.125	2	2.25

## B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$15.05

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Input to scheduling of to MEDC and Sr. Mgt. Sem. (Plng.)

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

MAN-HOURS

DOLLARS

0

0 STAT

16. DATE OF INVENTORY

25 Sept. 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION